

**KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY**

**May 13, 2015**

**Minutes**

**Amended**

Board Members Present: Andrea Cornuelle, Amy Adkins, Carol Scherbak, Betty Brown, Steve Wells, and Cynthia Knapp

Board Members Absent: Sheryl Abercrombie and Anne Marie Brown

ExOfficio Members: Vanessa Breeding and Brian Judy

Guests: Dewey Crawford and Ellis Blanton

AGENDA ITEM	DISCUSSION	Action
Call to order Andrea Cornuelle	Meeting was called to order at 1:10 p.m.	
Approval of April Minutes		A motion was made by Cynthia Knapp to approve the April 8, 2015 minutes as presented. Seconded by Amy Adkins, motion passed.
Approval of Board Travel and per diem		A motion was made Steve Wells to approve payment of travel and per diem expenses. Seconded by Betty Brown, motion passed.
Review of Office Personnel Time Records	Records were distributed for review.	
Committee Work Sessions		
Committee Reports	<p><u>Education Committee:</u> No activity.</p> <p><u>Complaint/Violation Committee:</u> 14.02- Ongoing 14.11- Ongoing</p> <p><u>Applications Committee:</u> The committee reviewed 1 application for a radiation therapy license. The committee made a motion to deny this application from a graduate from a non-accredited JRCERT program.</p> <p><u>Communications Committee:</u> No activity.</p>	Carol Scherbak seconded the motion made by the committee, motion passed.

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	<p><u>Regulations Revision Committee:</u> The regulations were filed on April 15, 2015.</p>	
<p>Old Business</p>	<p><u>APRN:</u></p> <p><u>New Board Member Training:</u> Geoff Dunn has not confirmed a date at this time.</p> <p><u>Establishment of Licensee Distribution List:</u> Andrea Kring is up to date on entering the email addresses that have been received.</p> <p><u>Library and Archives:</u></p> <p>a. <u>Proposed Retention Schedule</u> A retention schedule from the Kentucky Department for Libraries and Archives for the Board of Medical Imaging and Radiation Therapy was received and reviewed.</p> <p>b. <u>Committee Presentation Date</u> State Archives and Records Advisory meeting is June 4, at 10:00 a.m. and the State Archives and Records Commission meeting is June 11, 10:00 a.m.</p> <p><u>Office Issues:</u></p> <p>a. <u>Employee Job Description</u> A job description was reviewed with many revisions; it will be re-worked and presented at a later board</p>	<p>Steve Wells made a motion to send the Board of Nursing a letter stating that according to our statute 311B.020 (8) the KBMIRT cannot legally give authorization to an APRN to perform or supervise a medical imaging technologist in the performance of fluoroscopic procedures. Cynthia Knapp seconded the motion. Vote-1 abstention, motion passed.</p> <p>A motion was made by Carol Scherbak to adopt the retention schedule from the Kentucky Department for Libraries and Archives for the Board of Medical Imaging and Radiation Therapy. Seconded by Betty Brown, motion passed.</p>

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	<p>meeting.</p> <p>b. <u>Door installation, board room</u> The door has been installed.</p> <p>c. <u>Computer system delays and updates</u> KY-Interactive is still trying to identify the system delays.</p> <p>d. <u>SOP's</u> Vanessa and Steve Wells to work on these.</p> <p>e. <u>Mail/ CE Processing Status</u> Mail is processed daily and turn-around time on renewals and new applications are 3 days or less.</p> <p><u>MOA:</u> Nothing new to report.</p> <p><u>LXMO Flowchart of Licensure Process</u> The flowchart was revised and reviewed.</p>	
New Business	JRCERT MR Site Visit-Morehead State University.	Morehead State University requested that a KBMIRT Board Representative attend the JRCERT MR Site Visit. The Board is currently not sending a board representative to attend the JRCERT site visits.
Executive Director Update Vanessa Breeding	<p><u>License Update:</u> April New -108 ISC—4 Exams-13 Renewals -154 Online Renewals-122 Total Renewals 276</p> <p>Total Deposit \$11,880.00</p>	

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	<p>A \$5,315.00 deposit that Vanessa made on April 24<sup>th</sup> did not make it in the system at Treasury until 5/7/15.</p> <p>YTD account balance-- \$ 44,334.55</p> <hr/> <p><u>Related legislative activity:</u> Nothing new to report.</p> <p><u>Regulation Hearing:</u> The Public Hearing on the revision of the Administrative Regulations will be held in the board office on May 27<sup>th</sup> at 9:00 am. We have received notice from individuals who will be attending the hearing.</p> <p><u>Other:</u> There was discussion about having 1 board vacancy (LXMO) and another board position (Member at-Large) that the board member has only attended 4 board meetings since the board appointment.</p>	<p>A motion was made by Steve Wells to send a letter to limited x-ray machine operators that we have an open board position to see if there is an interested individual who would like to apply. Seconded by Carol Scherbak, motion passed.</p> <p>A motion was made by Cynthia Knapp to start the process to remove the Member at-Large. Seconded by Betty Brown, motion passed.</p>
Brian Judy - report	<p><u>Update on Submission Paperwork for LRC</u> The regulations were filed on April 15, 2015.</p>	<p>A motion was made by Cynthia Knapp to give authority to Sheryl Abercrombie to respond to comments received that will go to the ARRS committee. Seconded by Carol Scherbak, motion passed.</p>
<b>Future meetings</b>	<p><b>June 10, 2015</b></p> <p><i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: <b>42 Fountain Place, Frankfort</b></i></p>	
<b>Meeting adjourned</b>	<p>Meeting adjourned at 3:21 p.m.</p>	

Electronic Attachments:

Documentation of License Processed: New, Renewal, Late, Follow-up

Documentation of Budget

SOP's

Front Office Employee Job Description

Proposed Retention Schedule